



## VICE PRESIDENT JOE BIDEN RIDER FOR AMERICAN PROMISE TOUR

### 1. CONTACTS

Vice President Biden's Director of Advance: Sam Salk, [REDACTED]@vpbiden.org, [REDACTED] (c)

On-Site Tour Manager: Kate Childs, [REDACTED]@caa.com, [REDACTED] (o), [REDACTED] (c)

Run of Show Contact: Abby Walters, [REDACTED]@caa.com, [REDACTED] (o), [REDACTED] (c)

VIP Contact (if applicable): Hope Newman, [REDACTED]@caa.com, [REDACTED] (o), [REDACTED] (c)

### 2. BACKSTAGE

#### A. DRESSING ROOMS

Purchaser shall provide and pay for, at no cost to the Artist, the following:

One (1) lockable star dressing room labeled VICE PRESIDENT JOE BIDEN. Room to be well lit, and equipped with a full-length mirror, clean and sanitary washroom facilities, fresh towels, and a phone with an outside telephone line. One (1) Hanging rack with hangers and a wastebasket.

One (1) lockable dressing room labeled BIDEN STAFF. Room to be equipped with clean and sanitary washroom facilities, fresh towels, (1) hanging rack with hangers and a wastebasket

One (1) lockable dressing room labeled CAA STAFF. Room to be equipped with clean and sanitary washroom facilities, fresh towels, a hanging rack with hangers and a wastebasket.

ALL DRESSING ROOMS TO BE SET UP ONE HOUR BEFORE SHOW TIME.

#### ROOM 1: VICE PRESIDENT JOE BIDEN - Set up 1 hour prior to show time

- 1- Full length mirror
- 6- Straight back chairs
- 1 - Portable steamer
- 1 - Hanging rack with hangers
- 1 - Wastebasket

#### ROOM 2: BIDEN STAFF - Set up 1 hour prior to show time

- 1 - Wastebasket
- 4 - Chairs
- 1 - Full length mirror

**ROOM 3: CAA STAFF** - Set up 1 hour prior to show time

- 1 - Wastebasket
- 4 - Chairs
- 1 - Full length mirror

**B. CATERING** Catering & Hospitality **CAPPED at \$150.00 as per attached budget**

Vice President Biden and staff dressing rooms shall be equipped with a refrigerator and stocked with bottled water, Coke Zero, Regular Coke, Orange Gatorade, and Black Coffee.

Purchaser shall provide and pay for, ~~at no cost to Vice President Biden,~~ the following:

- Mixed nuts
- Fruit plate
- MEAL – Italian meal consisting of angel hair pomodoro, Caprese salad, raspberry sorbet with biscotti

Catering is to be set up 30 minutes prior to Vice President Biden's arrival.

**3. SPECIAL GUEST MEET & GREETs**

**(Only with prior contractual written approval and at Vice President Biden's discretion)**

Meet & Greet will commence at the decided start time. Video cameras should not be present in the M&G area. A professional photographer will be on site to capture photos. No signing of memorabilia or autographs is allowed.

CAA Premium Experience (VIP Company) will provide passes for all attendees in markets where they are handling the Meet & Greet. No one without a pass will be allowed into the M&G room

**4. PERFORMANCE REQUIREMENTS**

**a. MODERATED CONVERSATION/FIRESIDE CHAT REQUIREMENTS**

Speaker and moderator require lavalier microphones and water in a glass on the table beside them. Set up for moderated conversation will be two arm chairs with a side table in between. The side table should have a copy of *Promise Me, Dad* on it. Pillows for the chairs should be available for Vice President Biden to use should advance staff deem necessary.

**b. KEYNOTE REQUIREMENTS (if required)**

Speaker requires a Presidential style TelePrompter, lectern with a lip that can hold a speech binder. A lectern mic is preferred (should not interfere with ability to turn pages of speech binder). Water in a glass either on lectern shelf (if the lectern has one), or on small table next to lectern (and out of tight press shot).

Telescript Specs: 26 characters per line and 1.25 line spacing in Arial font, or 6 lines on the glass at a time and the carrot (tracker) at 20%. Speaker is 6'1".

## 5. RUN OF SHOW

The below will vary by show. Please confirm run of show with Abby Walters:

@caa.com.

CAA and Advance team arrive

Sound check and stage design approval

**Audio:** Spotify playlist to play during house open and house close. Kate Childs to provide an iPad with the playlist at sound check.

**Visual:** Intro video to play from Mac laptop – Please provide appropriate hook up.

Bookseller arrives for on-site setup – Two (2), six-foot, skirted tables needed for bookseller's use in lobby

VIP queue forms – Security needed

125 max

VIP Meet & Greet (75 min) – Reception space to accommodate 100 ticketholders

Doors Open – Spotify playlist on (Name: American Promise Preshow)

Book Distribution by bookseller

Show Time – Introduction – Kate Childs to advise on selected introducer

House lights dim

Intro Video (4 minutes)

Stage lights up

Introducer welcomes Vice President Joe Biden and Moderator to stage

Vice President Joe Biden and Moderator enter stage

Conversation <sup>45 mins</sup> (~~30 min~~)

Audience Q&A <sup>30 mins</sup> (~~20 min~~) – Kate Childs to gather questions and relay to moderators

Event ends

Vice President Joe Biden and Moderator exit stage

House clears – Spotify playlist on (Name: American Promise Aftershow)

Strike

## **6. PRESENTATION REQUIREMENTS**

Ability to play video with sound and project photos on a screen visible to the entire audience.

## **7. SECURITY REQUIREMENTS**

### **A. INTRODUCTION**

Security is an integral part of any successful engagement. Safety procedures and crowd management requirements may vary based on each city, state and/or country's local security situation. It is therefore essential that Venue Security Director(s) and/or authorities that are directly responsible for providing security, crowd management or event management services for each Vice President Joe Biden performance have a copy of this document. The Promoter shall provide proper security at all times to ensure the safety of the Artist, Artist's Touring Staff, all instruments and personal property. Quantities and roles of security personnel are to be guided by instructions listed herein. It is essential that the Director of Local Security maintain a high level of communication with Sam Salk, Vice President Biden's Director of Advance.

### **B. SECURITY GENERAL**

All security staff should wear identical shirts or other clothing with visible means of identification. All security staff stationed in areas requiring light should possess a working flashlight.

### **C. SECURITY STAFF**

All security staff must be at least eighteen (18) years of age and have NO other duties on day of performance. *Not negotiable.* All security staff must be paid employees and not working to gain entry into the venue or site.

Vice President Joe Biden representatives shall reserve the right at their sole discretion, to call for the dismissal or replacement of any security staff they deem incapable or performing his or her duties because of drug and or alcohol abuse, attitude, or inappropriate use of force.

### **D. SIGNAGE**

Signage should be placed at all entry points that weapons, fireworks, cans, bottles, laser pointers, or ANY projectiles that can be thrown will not be allowed inside venue. In addition, video cameras are also NOT allowed.



#### **E. SEARCH EXPECTATIONS**

**Metal Detectors** (either walkthrough or handheld wands) and bag searches **MUST** be used before tickets are collected, to ensure that contraband of any kind, including but not limited to: weapons, fireworks, cans, bottles, alcoholic beverages, laser pointers, or ANY projectiles that can be thrown will not be allowed inside venue. In addition, video cameras, etc. are NOT allowed.

#### **F. LETTERS, PACKAGES & GIFTS**

Any letters, packages and/or gifts should be given to VP Biden staff for handling and delivery. If deemed necessary we will ask CAA to ship back with postage billed to VP Biden.

#### **G. VICE PRESIDENT BIDEN'S ARRIVAL**

10 minutes prior to arrival, the access road must be cleared of all traffic. The drop off area must be in a secure area, kept clear of all non-essential personnel and there must be no waiting venue or contracted personnel in these areas during this time. Vice President Joe Biden team will advise arrival time.

#### **H. VICE PRESIDENT BIDEN'S ROUTES TO/FROM STAGE**

Artists route to/from the stage must be cleared of any non-essential personnel 10 minutes prior to start/end of the performance. Should artist leave directly to their vehicle at the end of the performance, their route must be clear of any non-essential personnel and areas around vehicles must be kept clear at all times. Tour Production will advise.

#### **I. SECURITY BRIEFING (ADVANCE)**

Sam Salk, Vice President Biden's Director of Advance, will arrange for an advance staff member to meet with venue security 48-72 hours before the event. Please have anyone that is pertinent for this performance be in attendance to liaison with the advance staff (Venue Supervisor, Barricade Supervisor, Backstage Supervisor, etc.).

#### **J. SECURITY BRIEFING (SHOW DAY)**

Sam Salk, Vice President Biden's Director of Advance, should be introduced to the person in charge of venue security or the day supervisor in charge at time of load-in for a venue walkthrough (if needed). There will be a security meeting (normally before 4:00PM but will be confirmed during advance) to go over the show, credential system, staff placement, etc. Please have anyone that is pertinent for this performance be in attendance (Venue Supervisor, Barricade Supervisor, Backstage Supervisor, etc.).

#### **K. PASS CREDENTIALS**

Local security personnel will recognize only passes issued by the Vice President Joe Biden Touring Staff. Tour Production will distribute "Pass Boards" and explain the credential system to local Venue Security Director and appointed authorities. These credentials SHALL NOT be lent or given to any other person as these credentials will not be replaced, and the said person will lose all access privileges and be removed from venue property.

ALL CREDENTIALS MUST BE VISIBLE ON ALL PERSON(S) ENTERING RESTRICTED AREAS AND CONTROLLED THROUGH A DESIGNATED PASS GATE.

Vice President Joe Biden Touring Staff reserves the right to confiscate any credential from any person it deems inappropriate. There shall be no guests in the backstage area without proper authorization. The credentials will be enforced throughout the time Vice President Joe Biden tour personnel are on site. All building and local staffing personnel must have authorized credentials by 12:00pm.

#### **L. DEMOGRAPHIC**

The typical crowd for a Vice President Joe Biden event is roughly 50-50% female to male ratio with ages ranging from 21-65 years old. There have been no known patterns of misbehavior or rowdy misconduct.

#### **M. CONCESSIONS/MERCHANDISE**

Glow sticks, flashing lights, flags, etc. should not be sold by the venue without approval of Vice President Joe Biden tour staff. We request that **ALL BEVERAGES** are to be poured into cups. Bottles or cans of any type are prohibited.

Booksellers will sell additional copies of *Promise Me, Dad* on-site.

#### **N. ARTIST VEHICLES**

Artist vehicle must be parked in location that is not accessible or in plain view of general public.

#### **O. DRESSING ROOM AREA**

These positions will begin at 5:00PM and end when Artists have left the venue and all tour property is packed and put away.

All local venue authorities agree to respect and enforce Vice President Joe Biden's privacy and safety affairs.

All dressing rooms assigned to Vice President Joe Biden must be located in a secure area of the venue, away from all local offices and free of pedestrian traffic.

No persons will be allowed to stand, gather, or migrate in or around the above designated dressing rooms unless authorized by tour personnel.

Vice President Joe Biden's dressing room areas will be restricted to all local staff 30 minutes prior to artist arrival through 30 minutes after departure unless authorized by tour personnel.

**VICE PRESIDENT JOE BIDEN WILL NOT WEAR A CREDENTIAL.**

#### **P. SECURITY**

Vice President Biden should have four (4) security personnel in close proximity (generally 20 feet) at all times. When Vice President Biden is on stage security personnel can stand near stage entrance/exit.

#### **Q. BARRICADE/OTHER SECURITY POSITIONS**

Venue shall provide adequate tensabarrier or rope/stanchion to keep general crowd 5 feet from stage.